

Secretary, High School Assistant Principal, S3/12

JOB DESCRIPTION

POSITION TITLE MINIMUM

Secretary to the Assistant Principal - CHS
College degree preferred

QUALIFICATIONS

Secretarial skills and a high degree of computer literacy that includes the use of Microsoft Office Applications

At least two years of secretarial work experience, which demonstrates computer proficiency

Ability to interact with the general public with extreme tact, discretion and diplomacy

Ability to work independently and as a part of a team

Ability to multitask and work under pressure

Participates in the development of a work environment that is supportive to educational goals

REPORTS TO JOB GOAL(S)

Assistant Principal

To assist the high school assistant principal in a wide variety of activities and responsibilities

PRIMARY RESPONSIBILITIES

1. Ability to handle large volumes of word processing, communications, and professional responsibilities
2. Ability to handle special projects with detail and accuracy
3. Operate office machines
4. Maintain current competency in the use of computer technology
5. Maintain accurate organizational records that support the Office of the Assistant Principal
6. Maintain excellent professional relationships with faculty, students, and staff
7. General secretarial duties
8. Such other duties and responsibilities as may be assigned by the administrator and/or the building principal

TERMS OF EMPLOYMENT Months 12

Salary per SOMEA contract